

Idaho Department of Correction  	<b>Policy</b>	<b>Control Number:</b> 214	<b>Version:</b> 2.1	<b>Page Number:</b> 1 of 3
		<b>Title:</b> Equal Employment Opportunity		<b>Adopted:</b> 2-20-2001  <b>Reviewed:</b> 12-3-2008  <b>Next Review:</b> 12-3-2010

This document was approved by Brent Reinke, director of the Idaho Department of Correction, on 12/3/08 (signature on file).

#### BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

#### POLICY STATEMENT

It is the policy of the Idaho Board of Correction that the Idaho Department of Correction (IDOC) actively pursue and promote the objective of current federal and state equal employment opportunity and fair labor practice laws.

#### PURPOSE

The purpose of this policy is to communicate the Board's philosophy in regards to providing equal employment opportunities.

#### SCOPE

The IDOC extends equal employment opportunity to all individuals regardless of race, sex, age, color, religious belief, national origin, disability or impairment, handicap or other prohibited factors to the extent required by law, except in those instances where bona fide occupational qualifications exist. This policy extends to all employees and to prospective employees. The provisions of this policy extend to all terms and conditions of employment and are not limited to hires, transfers, promotions, demotions, reclassifications, terminations, wages, education, benefits and/or training.

#### RESPONSIBILITY

The IDOC will take affirmative steps to promote the employment opportunity of groups of people who are presently underutilized in our workforce.

##### ***The Director of Human Resource Services (HRS)***

The director of Human Resource Services (HRS) is designated as the equal employment officer for the IDOC. In that capacity, the HRS director:

- Creates and monitors an Equal Employment Opportunity Plan (EEOP) to assure that all qualified applicants in the prescribed area of recruitment have an equal opportunity to compete for jobs, as well as to assure that all employment practices are job-related. All personnel decisions will be based upon characteristics related to valid job requirements and individual performance. The HRS director will coordinate the IDOC's efforts with all hiring authorities within the IDOC.

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- Assures that EEO training is provided to all employees of the IDOC.
- Assures that training in interviewing and selection of employees will be provided to all supervisors and administrators.
- Assures that employees receive an explanation of this policy during new employee orientation (to include what is expected of the employee, as well as what the employee can expect from leadership); the HRS director further assures this is a component of ongoing mandatory training annually.
- Assures that additional EEO training will be available to all IDOC employees upon request.
- Assures that this policy will be posted on common IDOC bulletin boards.
- Assures that the IDOC informs all recruiting sources that it is an EEO employer and requests that these sources actively recruit and refer protected group members to the IDOC for employment.
- Assures that all advertisements of employment clearly state that the IDOC is an EEO employer. The IDOC will incorporate in all purchase orders, leases, and contracts a statement that the agency is an EEO employer and that contractees are obligated to adhere to federal, state, and local laws regarding EEO and Affirmative Action.

#### **Dissemination of the EEO Plan**

- The EEO Plan will be made available and accessible to all IDOC employees by means of the IDOC's Intranet website.
- Meetings will be conducted with management and supervisors as needed to explain the intent of the EEO Plan and policy and to reiterate the IDOC's expectations for implementation or to advise on significant changes or developments.
- When requested, the IDOC will provide a copy of the EEO Plan to the public.

#### ***Managers and Supervisors***

Managers and supervisors are responsible for providing personal leadership and direction in implementing the IDOC's EEO Plan.

#### ***Employees***

##### **Employee Discrimination**

- Any employee who feels he/she has been discriminated against in violation of this policy is encouraged to follow the IDOC's *Problem Solving* procedures and to immediately notify their supervisor and/or HRS. Employees and applicants may also file claims with the Idaho Commission on Human Rights (IHR) and/or the Equal Employment Opportunity Commission (EEOC). Job applicants may file an appeal with the Idaho Division of Human Resources within 35 days of the occurrence of the alleged discriminatory act.
- Any employee of the IDOC who willfully violates nondiscrimination and affirmative action policy shall be subject to appropriate disciplinary action, up to and including dismissal.
- Each employee is responsible for the ultimate success of the EEO program; and each employee is expected to read this policy, understand its intent and

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recognize the accountability it requires of all of us (questions and concerns may be directed to HRS for clarification).

## **REFERENCES**

Age Discrimination Act of 1967

Americans with Disabilities Act of 1990

Equal Pay Act of 1963

Title VII of the Civil Rights Act of 1964

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